

# **TENDER DOCUMENT**

**FOR**

**SUPPLY OF SPORTS ITEMS**

**Purchase Section**

**University of Kashmir**

**Hazratbal, Srinagar,**

**J&K-190006**

---

**Cost of Tender Document: Rs 1000/-**

Total Pages: 12

## INDEX

S.No.	Details	Page No.
01.	Tender Notice	1 & 2
02.	Specification	3
03.	General Terms & Conditions	4 & 6
	(i). Terms & Conditions for supply of Sports Items	7
	(ii).Tender Application form for Supply of Sports Items	8 & 9
	iii)Financial bid	10
	Undertaking	11
	Check List of Documents to be attached with Technical Bid	12



# UNIVERSITY OF KASHMIR

## (Purchase Section)

NAAC ACCREDITED GRADE "A"

### NOTICE INVITING E-TENDERS

For and on behalf of the University of Kashmir, **e-tenders** are invited in two bid system from reputed manufacturer/authorized dealers/suppliers for empanelment of Sports items for a period of one year. The bid/tender document consisting of qualifying information, eligibility criteria, specifications, bill of quantities (B.O.Q), terms & conditions and other details can be seen/downloaded from website [www.jktenders.gov.in](http://www.jktenders.gov.in) as per the schedule given below:

S.No	Particulars	Date & Time
1	Date of Issuance of Tender Notice	02-12-2020
2	Date of downloading bid documents	2-12-2020 from 5:00PM
3	Bid submission Start Date	3-12-2020 from 10:00AM
4	Bid Submission End Date	16-12-2020 upto 3:00PM
5	Last date for submission of Hard copies	17-12-2020 upto 3:00PM
6	Date & time of opening of Technical Bid	19-12-2020 at 11:00AM or next working day, in the office chamber of the Registrar University of Kashmir.
7	Date & time of opening of Financial Bid	To be notified after Technical bid evaluation.

The bidders have to upload scanned copy of all necessary documents as mentioned in the bid/tender document. The Hard Copy of Technical bid as well as checklist of required documents in a sealed envelope super-scribed "**tender for supply of Sports Items**" must reach office of the Registrar, University of Kashmir, Hazratbal, Srinagar, J&K-190006 by or before **17<sup>th</sup> December 2020 upto 3PM**. Tender incomplete in any respect will not be accepted.

Sd/-  
Assistant Registrar  
(Purchase)

No.F(Sports Items-Pur)KU/2020  
Dated: 02-12-2020

Copy to:

1. Chairman, Sports Committee
2. Joint Registrar (Purchases),
3. Director IT&SS for further necessary action
4. Incharge Accounts Officer for information;
5. Coordinator(Physical Edu & Sports-M.P.Ed) for Information;
6. PA to Registrar with the request to keep the Tender box available.
7. PRO with the request to get the notice published in three prominent local dailies,
8. File

### Specification

Name of Item Sports Items	Specification
Volleyball	Rubber/Moulded (FIVA approved)
Volleyball Net	Blackness White tap Nylon (FIVA approved)
Football	Synthetic rubber ,head stitched (FIVA approved)
Javelin (Men)	Bamboo 800gms. (IAAF approved)
Javelin (Women)	Bamboo 600gms. (IAAF approved)
Cricket Bat	Medium/1170-1220gm/Kmr Willow
Cricket Ball	Moulded cork filled/ 156 gms/7.33 cm diameter.
Batting Gloves	PU with cotton padding/medium in size
Leg Guard	PVC/medium size/cotton & MDF Knee bolster
Helmet	Polypropylene high impact resistant shell/medium size
Wicket Keeper Gloves	PVC Cuff/Rubber grip/cloth lining medium size
Hand Ball (Men)	32 panel/ rubber/hand stitched (Men) (IHF approved)
Hand Ball (Women)	32 panel/rubber/ hand stitched (women) (IHF approved)
Hockey Sticks	Carbon / Fibre glass (medium size)
Training Bibs	Nylon Micro mesh / Free size
Track Suits	High Quality Polyester Size 38,40,42
Cons	PVC / 9 inches/ multi Colour (5 inch* 9 inch)size
Medicine Balls	Rubber 3Kg, 5 Kg
Badminton Racket	Aluminium/95grm/G3/Steel Shaft (BWF approved)
Shuttle Cock	Superfine white round feather
Measuring Tape	ABS Plastic/50mts
T.T Bat	195gm/herd rubber type/ sponge thickness 2mm/26 inch*22inch Dimension (ITTF approved)
Discuss (Men)	Wood with steel rim(IAAF approved)
Discuss (Women)	Wood with steel rim(IAAF approved)
Spring Board	Size 119*59*24/weight bearing 90Kg
Weight Machine	Digital 13"*17" Comfortable grip platform 100Kg bearing capacity

## General Terms & Conditions

### 1. Eligibility For Work:

- (a) The bidder shall be registered company/firm (Proprietorship or authorized dealer/supplier)
- (b) The bidder shall have valid trade license for sale/ supply of the items in question.
- (c) The bidder shall have updated GST registration certificate.
- (d) The bidder should not have been black listed by any Govt./Semi Govt./Private Institution. A self certificate in this regard shall be enclosed.
- (e) The bidder shall be free from any encumbrance and there shall not be any vigilance case/ CBI case/ Court Case pending against him. A self certificate in this regard shall be enclosed.
- (f) The firm should be registered with the Sales Tax and other required statutory registrations as are mandatory.

### 2. Instruction for Tenderer:-

- A) Submission of Bid:-** The tenderers are required to submit the tender in the form as defined below:-

The **Envelope-A** shall contain **Technical Bid** and shall have the following documents/ certificates attached to it:

- (a) EMD in the form of fixed cash deposit receipt (CDR) drawn in favour of Registrar, University of Kashmir, Hazratbal, Srinagar, J&K.
- (b) Experience certificates, award letters and performance certificates (if any) of last three years issued by officers of the State/Central Government be attached with the technical bid.
- (c) The firm participating in the tender must have PAN No, GST registration certificate and Service Tax Registration Certificate. The documentary proof of firm having PAN No., Registration Certificate, updated GST registration certificate be attached with the technical bid.
- (d) Last three years turnover statement of the firm be enclosed with the Technical Bid.
- (e) **Firm has to provide the sample of the item at the time of submission of tender, the sample be handed over in the Purchase Section of the University by or before the due date.**

The **Envelope-B** shall contain the **Financial Bid**. The tenderer must clearly mention **the specifications & price** of the item both in words as well as in figures. The price quoted must be inclusive of all taxes, charges, etc. The price quoted shall include delivery of items at Main campus of University of Kashmir, Hazratbal, Srinagar, J&K, North & South Campuses of the University of Kashmir. The price quoted must be taped with a transparent tape and financial bid must be dully stamped & signed by the authorized representative of the firm.

Both the sealed envelopes i.e **Envelope-A** and **Envelope-B** shall carry the signature of the authorized person, name and address of the tenderer/firm and both the sealed envelopes shall be kept in third big envelope and “**Tender for Supply of Sports Items**” should be super-scribed on the top of the envelope as well as name and address of sender/firm on the bottom of envelope. The sealed envelope containing the Technical and Financial bid addressed to Registrar, University of Kashmir must reach his office by or before the last date as mentioned in the tender notice.

- B) All entries in the Tender shall be legible and filled clearly. Any overwriting or cutting which is unavoidable shall be signed by the authorized signatory.
- C) Tender incomplete in any form will be rejected out rightly. Conditional Tenders will not be accepted.
- D) No Tenderer will be allowed to withdraw the Bid after submission of the tender within the bid validity period, otherwise the EMD submitted by the tendering firm would stand forfeited.
- E) Each page of the technical & financial bid must be signed by the authorized representative. The financial bid & technical bid received without the signature of authorized person/representative will **not** be entertained and will be rejected summarily.
- F) The rates quoted in financial bid shall be in Indian currency and must be mentioned both in words as well as in figures.
- G) Dispute, if any arising out of the supply shall be subject to the jurisdiction of Srinagar Courts only.
- H) No advance payment shall be made.
- I) **Opening of Bid:**
  - (a) The Technical Bids will be opened in the office of the Registrar, University of Kashmir, Srinagar. The tenderer or their authorized representatives, who may wish so, can present themselves at the time of opening of technical bid.
  - (b) The Technical bid will be evaluated by a Committee and will shortlist the eligible technically qualified bidder as per terms & conditions of tender document. The financial bid of only technically qualified bidder/s shall be opened later on. The tenderer or their authorized representatives who may wish so, can present themselves at the time of opening of Financial bid. The date of opening of Financial Bid will be notified separately.
- J) **Right of Acceptance/Rejection:-** The Vice Chancellor, University of Kashmir, Srinagar reserves the right to reject all or any tender in whole, or in part, without assigning any reason thereof.
- K) **Validity of tender:-** The rate quoted in the financial bid for same quality and specification shall be valid for **One Year** from the date of issuance of **rate contract** which is extendable for further period of one year on the same rates, terms and conditions with mutual consent of both the parties. The warranty period (if applicable) of the item shall be the period defined by the tenderer which shall commence from the date of supply/installation of the item.

L) **Acceptance of Bid:-** The successful bidder shall give its acceptance within two days from the date of finalization of tender & is required to enter into an agreement with University of Kashmir. In case, successful bidder fails to give acceptance within stipulated time, the award of contract will be deemed to be cancelled and EMD amount will be forfeited.

**M) Signing of Tender:-**

- (a) The tender is liable to be rejected if complete information is not given therein or if the particulars are not clearly mentioned.
- (b) Individuals signing tender or other documents connected with the contract must specify:
  - (i) Whether signing as a Sole Proprietor of the firm or his Attorney?
  - (ii) Whether signing as a Registered Active Partner of the firm or his Attorney?
  - (iii) Whether signing as authorized dealer.

**N) DELIVERY TERMS:**

- (a) **Time and date of delivery:** The essence of contract: - The time for and the date of delivery of the stores/date of execution of work shall be deemed to be the essence of contract and delivery/execution must be completed not later than the date(s) specified in the supply order, which is usually 05 to 10 days from the date of issuance of work/supply order. The delivery of the stores/execution of work/providing the services etc. are required within a period as specified in the purchase order and at the place mentioned therein. However, the time allowed for execution of order shall be governed by the stipulated time mentioned on the purchase order.
- (b) The tenderer shall deliver the stores/execute the work at the destination/space defined in the purchase/supply order.
- (c) When a purchase/supply order is placed to the successful tenderer, he shall have to acknowledge the receipt of the said order within **one day** from the date of issue.
- (d) In case the University of Kashmir does not receive supply of the item(s) by due date, the supply order shall stand **CANCELLED**, unless extension is sought and granted by the competent authority for the late supply.
- (e) The University is not responsible for any loss to the tenderer which may occur due to natural calamity like earth quake, fire, flood etc. and/or due to strikes.
- (f) The quantity of items mentioned in the tender notice is tentative. However, the quantity may vary as per actual requirement and the purchases will be made on need basis.
- (g) **Separate tender is to be submitted for each item.**

==0=



## **(i) Terms & Conditions for Sports Items**

1. The tender shall be accompanied with a CDR of Rupees Ten Thousand only (Rs.10,000/-).
2. The Tenderer should have the experience in the given trade. The tenderer should have successfully executed 3 orders for supply equal or above Rs.1Lac(one lac) during past 2 years. Proof of which should be attached with the technical Bid.
3. The rates inclusive of all taxes/ Charges etc should be quoted FOR University Campus, Hazratbal, Srinagar/ North and South Campus in words & figures without corrections or mutilations.
4. In case of any deviation/default on the supplier, in terms of failure to supply the specified quality & quantity within the prescribed time, the University shall become competent to impose additional penalty on the Tenderer.
6. The University shall be at liberty to negotiate the rates through Central Purchase Committee.

==0==

**(ii) Tender Application Form for supply of Sports items**

1. Name of the Firm: .....
2. Full Postal Address:.....
3. Mobile No. ....
4. Telephone No. ....
5. Fax No.....
6. E.mail Id:.....
7. Date of Establishment of Firm.....
8. Registration No. of Firm:.....
9. PAN No.:.....
10. GST Registration No(if applicable):.....
11. Is your firm participating as Principal Manufacturer or Authorized dealer/Supplier:.....
12. Give details of any Government contracts executed during the last five years  
(attach separate sheet, if necessary):.....
13. Any other information which you consider necessary to furnish:  
.....
14. The total number of pages attached with Technical bid  
are.....

### Compliance Sheet

<b>S.No.</b>	<b>Name of the Item</b>	<b>Specification</b>	<b>Is the item to be supplied as per the specifications as mentioned in Annexure-A (Yes or No)</b>	<b>Remarks, if any.</b>
01.	Sports items			



## UNDERTAKING

- g) I the undersigned certify that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with all the terms & conditions mentioned in the tender document.
- h) The rates quoted by me are valid and binding upon me for the entire period of contract.
- i) The earnest money of **Rs.10,000/-** has been deposited by me and is enclosed herewith vide CDR No.....dated..... drawn on bank.....Branch.....
- j) I hereby undertake to supply the items as per directions given in the tender document/ supply order within stipulated period, if I qualify in the tendering process.
- k) I give the rights to University of Kashmir to forfeit the earnest money deposited by me if any delay occurs on my part or if I fail to comply to the terms & conditions mentioned in the tender document of if the item supplied is not as per specifications mentioned in the tender document.
- l) There is no vigilance/CBI case or court case pending against my firm **nor** is my firm blacklisted by any agency/department.

Signature & Stamp of the tenderer (authorized person can only sign):-.....

Full Name & Address of Firm:.....

## **Check List of Documents to be attached with Technical Bid. (To be placed in envelope-A)**

1. Cost of tender document amounting Rupees One thousand only (in respect of download tender document only).
2. EMD in the shape of CDR.
3. Attested copy of Registration certificate.
4. Attested copy of PAN card, GST Registration Certificate,
5. Attested copy of dealership certificate, if authorized dealer
6. All other documents as mentioned above in the terms & conditions.

**Note:** Form for Financial Bid is to be placed in Envelope-B.